

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

42

10/4/00

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Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)		(1) DEPARTMENT, BOARD OR COMMISSION Office of Statewide Health Planning & Development DIVISION, BUREAU OR OTHER UNIT Healthcare Information Division ARSS - Licensed Services Data & Compliance Unit		
		ADDRESS 818 K Street, Room 400, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX: (2) <input type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.) (3) <input checked="" type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.) (4) <input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 570-2	(6) SCHEDULE DATE 7-21-00	(7) NUMBER OF PAGES 3	(8) CUBIC FEET (Total Schedule) 91
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S) 570-1	(10) APPROVAL NUMBER(S) 94-263	(11) APPROVAL DATE(S) 9/28/94	(12) PAGE NUMBER(S) REVISED 3

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>Robert L. Thomas</i>	(14) TITLE Acting Manager	(15) DATE SIGNED 7-21-00
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST <i>Janette Greer</i>	(17) TITLE OSS II	(20) DATE SIGNED 8/2/00
(18) NAME (Printed or Typed) Janette Greer	(19) TELEPHONE 653-0746	
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)		
(21) SIGNATURE--OIS CONSULTANT <i>John A. Fort</i>	(22) APPROVAL NUMBER 100-126	
(23) TITLE Records Management Consultant	(24) DATE SIGNED 9/18/00	
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)		

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE--CHIEF OF ARCHIVES <i>Anthony Bailey Schubert</i>	(28) DATE SIGNED October 9, 2000
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Office of Statewide Health Planning & Development		SCHEDULE NUMBER (2) 570-2	DATE (3) 7-21-00
ORGANIZATIONAL UNIT ARSS-Licensed Services Data & Compliance Unit		PAGE 1	OF 3
ADDRESS (Number 818 K Street, Room 400, Sacramento, CA 95814 Street City)		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 00-126	

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			<p>MISSION STATEMENT</p> <p>The Licensed Services Data & Compliance Unit has a dual mission. The first is to serve as a repository of health utilization data for hospitals, long-term care facilities, licensed clinics and home health agencies. The second is to provide meaningful information to the legislature, the industry, other government entities, academia and the public.</p> <p>NOTE: The schedule contains no vital records</p>								

Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 2-96) (FMC)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Office of Statewide Health Planning & Development		SCHEDULE NUMBER (2) 570-2	DATE (3) 7-21-00
ORGANIZATIONAL UNIT ARSS-Licensed Services Data & Compliance Unit		PAGE 2	OF 3
ADDRESS (Number 818 K Street, Room 400, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 00-126	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	68	NOTIFY ARCHIVES	Annual Utilization Reports submitted by Hospitals, Long-Term Care Facilities, Clinics and Home Health Agencies	P		Current + 1		5	7		Utilization data from all licensed health facilities in California. Information including patient days, discharges, census & number of beds, reimbursement source. These records are available for public disclosure.
2			Reports for Hospitals, Long-Term Care Facilities, Clinics and Home Health Agencies			0			0		<u>Delete item.</u> Unit no longer issues publications. Function transferred to HIRC: Health Information Resource Center, 818 "K" Street.
3	16	NOTIFY ARCHIVES	Current/Historic Hard Copy Licensed Facility Data Information for Hospitals & Long-Term Care, Licensed Clinics & Home Health Agencies	P		Active			Active		These files are used to check data against information reported by the facilities in their Annual Reports. Updated daily as new information is supplied by the Department of Health Service Licensing & Certification Section.
4	6	NOTIFY ARCHIVES	Administrative Files - Correspondence, general information, activity reports	P		2			2		Retention criterion: Section Chief decision Destruction: nonconfidential, recycle
5			Annual Report Files for Intermediate Care Developmentally Disabled Facilities			0			0		<u>Delete item.</u> Program was never implemented. There are no files. The seven cubic feet previously reported on approval number 94-265 was erroneously estimated and reported as actual holdings. The legislation referred to was never enacted.

Provide total of office and departmental storage only.

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DEPARTMENT (1) Office of Statewide Health Planning & Development		SCHEDULE NUMBER (2) 570-2	DATE (3) 7-21-00
ORGANIZATIONAL UNIT ARSS-Licensed Services Data & Compliance Unit		PAGE 3	OF 3 PAGES (4)
ADDRESS (Number Street City) 818 K Street, Room 400, Sacramento, CA 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 00-126	

ITEM NUMBER (Triple space between Items) (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6	1		<u>Records Management</u> Records Retention Schedule Approval Request and Records Retention Schedules (Std. 72 & 73)	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS's that are not revised remain in effect but are considered non-current.
7			Std. 70 - Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory.
8			Std. 71 - Records Transfer List	P		Current			Current		Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
9			Std. 76 - State Records Center Reference Request	P		Active			Active		Retain as "Active" until request for referral or withdrawal is completed.
10			Authorization for Records Destruction (Computer Printout)	P		4			4		Retain for 2 yrs. from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first.
91											
Total Cubic Feet											

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